

FILED: *Records*

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management Division

DATE: 21 July 1954

FROM : Chief, Records Systems Branch

SUBJECT:

1. Below is a list of the Area Records Officers from the DD/I area who attended the all-day training session at [REDACTED] on the procedures for the storage and maintenance of vital materials:

25X1A6d

ONE :
OCI :
ORR :
OSI :
OCD :

25X1A9a

2. Attached is a list of the DD/I offices with an indication of the present status of their deposit schedules and vital materials programs.

3. We have had only one request for the use of non-standard folders from DD/I office since the issuance of the notice providing for standardizing the 11 point, straight cut, folders. In this case we set up a drawer of the file in question using standard folders and guides and the office decided to set up the entire file in the suggested manner. Approximately 60,000 folders were involved (ORR/Map Library Division).

4. The only office which has raised a question in connection with non-standard file cabinets has been the Index Section of Contacts. This section has Shaw-Walker cabinets equipped with wobble blocks instead of follow blocks with guide rods. At this time some action is being taken by the General Services Administration (concurred in by Mr. Herb Leonard of the Records Management Division of GSA) to change the specifications to provide for a standard cabinet with wobble blocks. Mr. [REDACTED] of the Index Branch last called this office about additional cabinets approximately a month ago but agreed to order the standard cabinets instead of trying to justify the Shaw-Walker cabinets.

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5. Previously forwarded was a list of the various offices showing the status of file system installations.

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